

SECRET
SECURITY INFORMATION

Subject
1957
314
Personnel Action

Assistant Director (Personnel)

7 November 1952

General Counsel

Reassignment of Personnel

OGC HAS REVIEWED.

On 7 November you forwarded to this office a memorandum outlining responsibilities and procedures on reassignment of personnel. The proposals in that memorandum are clearly within the legal authority of this Agency. Strictly speaking we are not here faced with the reduction in force program and if that arises we shall take it up separately. Solely for emphasis this paper might be called Reassignment and Separation of Personnel, as I think too little attention is given by supervisors to administrative action in regard to unsatisfactory personnel before turning the case over to the Personnel Office. This is included in the paper, and I am merely suggesting additional emphasis.

LAWRENCE R. HOUSTON

OGC/LRH:kr

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